

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: NOVEMBER 10, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
TAYLOR
SOKOL
MONROE
WOOD
KENNY
MERLINO
FRASIER
DICKINSON

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
ROBERT YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES
ED BARTHOLOMEW, PRESIDENT, ECONOMIC DEVELOPMENT CORPORATION
KRISTINE DUFFY, PRESIDENT
ANN MARIE SOMMA, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES AND
TREASURER
MIKE SWAN, COUNTY TREASURER
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
AMY BARTLETT, ASSISTANT COUNTY ATTORNEY
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BROCK
SEEBER
SIMPSON
JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC
WORKS
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the November 10,, 2015 meeting of the Finance Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/finance/>

Mr. Conover called the meeting of the Finance Committee to order at 9:18 a.m.

Motion was made by Ms. Wood, seconded by Mr. Kenny and carried unanimously to approve the minutes of the prior Committee meeting, subject to the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing the Agenda review with Section III, Item 1, Mr. Conover addressed a request to authorize transfers of funds, as included in the Agenda packet for Committee approval.

Motion was made by Ms. Wood, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Mr. Conover advised that Agenda Item 2 pertained to a request from the County Treasurer's Office to rescind Resolution No. 82 of 2015, *Resolution Authorizing the Issuance of up to \$250,000 Serial Bonds of Warren County to Pay the Costs of Acquisition and Installation of a Perimeter Fence for the Festival Space at the Charles R. Wood Park and Authorizing the County Treasurer to Make Temporary Advances of Legally Available Funds, Conducting Review Under State Environmental Quality Review Act (SEQRA) and Making SEQRA Determination*, as an alternate funding scenario for the fence installation had been employed.

Motion was made by Mr. Monroe, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Mr. Conover advised Agenda Items 3A-B consisted of referrals from the Economic Growth & Development Committee, *Planning & Community Development*, which he proceeded to outline as follows:

- A) Request to establish Capital Project H363, *Local Government Record Management Improvement Fund 2015*, in the amount of \$29,171.
- B) Request to increase Capital Project H334, *First Wilderness 2011*, in the amount \$5,500.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve both of the aforementioned requests and the necessary resolutions were authorized for the November 20th Board Meeting.

Moving along, Mr. Conover apprised Agenda Items 4A-B pertained to the following referrals from Health Services Committee:

Mental Health/Office of Community Services -

- A) Request for a contingent fund transfer in the amount of \$25,000 to Budget Code A.4390, *General, Psychiatric Expense/Criminal*, to cover the budget overage due to receipt of invoice for in-patient psychiatric hospitalization in August of 2015 for a Warren County Jail inmate.

Mr. Monroe questioned whether the expense was for one inmate and Robert York, *Director, Office of Community Services*, responded affirmatively.

Motion was made by Mr. Monroe, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Public Health -

- B) Request to amend the 2015 County Budget in the amount of \$13,000 to reflect the receipt of unanticipated revenues and expenditures related to the NYSDOH Performance Incentive Initiative Award.

Motion was made by Ms. Wood, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Continuing to Agenda Item 5, Mr. Conover outlined a referral from the Human Services, *Employment & Training Administration*, to amend the County Budget in the amount of \$18,625 to reflect the receipt of Federal Trade Adjustment Act funds for the training of four dislocated workers.

Motion was made by Mrs. Frasier, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Mr. Conover reported Agenda Items 6A-B pertained to the following referrals from the Occupancy Tax Coordination Committee:

- A) Authorizing the County's share of the costs of the perimeter fence for the Festival Commons at the Charles R. Wood Park (\$98,847) to be paid from the following sources: A.6417 480, *Tourism-Special Events* (\$5,000); A.6417 480.03, *Tourism-Special Events Discretionary Fund* (\$22,000); A.6417 480.04, *Tourism-Warren County Projects* (\$46,000), with the remaining balance (\$25,847) to be paid from A.881, *Reserve, Occupancy Tax*, with the understanding that the 2016 Occupancy Tax appropriation to the County would be reduced by the same amount.

Motion was made by Mr. Dickinson, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

- B) Authorizing an inter-municipal agreement with the Village of Lake George to pay their share of the costs of the perimeter fence for the Festival Commons at the Charles R. Wood Park (\$60,584)

in two payments, the first to be made immediately and the second to be made after June 1, 2016.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Mr. Conover informed Agenda Items 7A-B, pertained to the following referrals from the Public Works Committee, DPW:

- A) Request to increase Capital Project No. H322.9550 280, *Palisades Road (CR 26) Over Brant Lake Inlet Bridge Repairs*, in the amount of \$182,811.64.

Motion was made by Mr. Merlino, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

- B) Request for new contract with lowest responsible bidder (*to be determined after November 30th bid opening*) for temporary Court expansion work including HVAC, plumbing, electrical and general contracting.

Mr. Conover apprised this request had not been reviewed with the Public Works Committee prior to being placed on the Finance Agenda. He requested that Jeffery Tennyson, *Superintendent, Department of Public Works*, provide a brief explanation of the request. Mr. Tennyson stated his staff had commenced working on the renovation of the Supreme Court Library to construct temporary space for the new Family Court Judge and their respective staff coming on board in January of 2016. He said the original intent had been to use existing contracts in place to complete any of the work that could not be handled in-house; however, he noted, the Purchasing Agent notified him a bid specific to the Project was required for this work. He said they were working rather quickly to put together a bid with their existing plans for the Project so they could have contractors in place as soon as possible.

Motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Mr. Conover announced Agenda Item 8 pertained to a referral from the Real property Tax Services Committee requesting to amend the 2015 County Budget in the amount of \$370 to allow for payment of the increased RPS licence fees to the State of New York.

Motion was made by Mr. Kenny, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Mr. Conover apprised Agenda Item 9 concerned a referral from the Support Services Committee, *County Auditor*, pertaining to a request for a Contingent Fund transfer in the amount of \$5,352 to Budget Code A.1320 110, *County Auditor, Salaries-Full Time*, to cover budget shortfalls due to a retirement payout.

Motion was made by Mr. Monroe, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Mr. Conover stated Agenda Items 10A-B pertained to requests/items to be discussed by the County Administrator, which he outlined as follows:

- A) Journal Report of transfers approved by the County Administrator since the last Finance Committee meeting.
- B) Request to amend the County Budget in the amount of \$5,000 to account for printing overage charges.

Mr. Conover suggested they address Agenda Item 10B prior to discussing the Journal Report of transfers.

Motion was made by Mr. Taylor, seconded by Mr. Monroe and carried unanimously to approve the request to amend the County Budget and the necessary resolution was authorized for the November 20th Board Meeting.

Privilege of the floor was extended to Paul Dusek, *County Administrator*, who provided a brief overview of the Journal Report of transfers approved by the County Administrator; *a copy of which is on file with the Agenda Packet*.

Mr. Conover advised Agenda Item 11 pertained to a request by the County Attorney to extend the option agreement with the Hudson River Local Development Corporation most recently extended by Resolution No. 272 of 2012, for an additional four-year term commencing November 16, 2015 and terminating November 15, 2019.

Privilege of the floor was extended to Ed Bartholomew, *President of the Economic Development Corporation*, who provided a brief explanation of the request during which he noted the agreement would be with Warren County EDC and not the Hudson River Local Development Corporation.

Based on Mr. Bartholomew's statement, Mr. Conover requested a motion to amend the aforementioned request to indicate the agreement would be with Warren County EDC; the requested motion was made by Mr. Monroe, seconded by Mr. Dickinson and carried unanimously.

Motion was made by Mr. Monroe, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Mr. Conover announced Agenda Item 11 pertained to Finance Committee action which was required on the following items as approved by the Personnel Committee: Personnel Agenda Item 2.

Motion was made by Mr. Kenny, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the November 20th Board Meeting.

Concluding the Agenda, review with the Pending Items section Mr. Conover re-introduced the County Treasurer's request to amend Resolution No. 745 of 2011 to change the Unassigned Fund Balance minimum range from \$6 million - \$12 million to \$10 million - \$16 million which was tabled at a prior meeting. Discussion ensued with respect to this matter including comments from Mike Swan, *County Treasurer*, indicating this increase was necessary to appropriately meet cash flow needs in the months December to February. During these discussions a motion was made Mr. Dickinson and seconded by Mr. Merlino to approve the request; however, a subsequent motion was made by Mr. Monroe, seconded by Mr. Dickinson and carried unanimously to re-table the matter pending review by Mr. Dusek as to how this change would impact the other fund balances.

With respect to Agenda Item 2, relating to the request to rescind Resolution No. 82 of 2015, Mr. Dusek noted he had stepped out of the meeting when the Committee had acted upon this manner; he apologized for his absence and advised that this resolution could not be rescinded in its entirety because they needed to maintain SEQRA portion therein. He suggested that they instead amend the resolution to rescind only the bonding authority.

Motion was made by Mr. Monroe, seconded by Mr. Dickinson and carried unanimously to override the previous option made on this matter and to approve the resolution suggested by Mr. Dusek for presentation at the November 20th Board Meeting.

There being no further business to come before the Finance Committee, on motion made by Ms. Wood and seconded by Mr. Taylor, Mr. Conover adjourned the meeting at 9:48 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board